



# **Pupil Permission**

# **Booklet 2018**

Pupil Name:.....

Class:.....

## Internet

The Internet is an exciting and powerful tool for students to research information for both academic assignments as well as their own personal interests. As Part of our curriculum, pupils have controlled access to the Internet and learn how to use libraries, database and information sources on a wide variety of topics.

We recognise that some inappropriate material on the Internet may be accessed intentionally or by accident. To guard against this we use a filtered service provided by Websense which automatically blocks student access to inappropriate material. We teach students the importance of responsible use of web and e-mail as well as providing basic rules to maintain the privacy of students. At all time, ***pupils must agree to follow the Rule for Responsible Internet Use*** summarised at the end of this letter.

To ensure the privacy of your child, the Knowsley school site will make sure:

- A student's last name is never published
- Permission to publish work will always be gained from the student
- If a contact person is needed for a project, this will be the teacher, not the student.
- No identifying material will be posted on the Internet (such as personal phone numbers, home addresses, and individual pictures with the student's first and last names.)
- If class pictures are posted, it may mention names but not which individuals are standing where in the picture.
- Class picture will generally include at least three or more students
- If individual pictures are posted of students, it will not include their name.
- Personal web pages will not be published from school. Where a web page is published, it will be based on the classroom curriculum.

To enable your son/daughter to use and contribute to the Internet please read and discuss the Rule for Responsible Internet Use and return the attached form.

## ***RULES FOR RESPONSIBLE USE OF THE SCHOOL'S INTERNET***

These rules apply at all times, in and out of school hours, whilst using school equipment. If you parents have signed and returned the permission form, Internet access will be provided for you to conduct research and communicated with others but only on the understanding that you agree to follow this code.

### **THE CODE**

#### **You must:**

✓	Only access site that are appropriate for use in school. This also applies outside lesson time.
✓	Be aware that your actions on the Internet can be seen by others.
✓	Be careful of what you say to others and how you say it. Never give your name, home address, telephone numbers or any personal information about yourself to others to any strangers you write to or talk with on the Internet.
✓	Treat others as they would expect to be treated. E.g. show respect and be polite.
✓	Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person that owns the site. You must not copy text or picture from the Internet and hand it in to your teacher as your own work.
✓	Notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.

#### **You must not:**

X	Send, access or display offensive messages, language or pictures.
X	Download files without the prior permissions of your teachers. File could have viruses that damage the computer equipment as well as causing delays for other users.
X	Complete questionnaires or subscriptions form for yourself or others. These may ask for personal information that will affect your privacy.
X	Intentionally waste limited resources such as disk space or printing capacity.
X	Use a computer to harm other people or their work
X	Damage the computer or the network in any way.
X	Interfere with the operation of the network by installing illegal software, shareware, or freeware.
X	Share your password with another person.
X	Do not trespass in another's folders, work, or files.

#### **Please note:**

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access. Students needs to be aware that some material on the Internet is protected by copyright laws and where this has been infringed, external agencies may become involved.

## **Consent for Video/Digital Recordings of Performances**

I give permission for the school to use video/digital recordings of my son/daughter when taking part in performances, work led projects and to appear in recordings of school trips.

I also give permission to the school to sell copies of the video recording and/or digital photographs to other families, carers and parents.

This permission will also include the video recording by the school and by other parents/carers.

I give permission for my son/daughter to wear 'make-up' for school productions and performances.

If at any time you wish to withdraw your consent, you must inform the school in writing.

Signed..... Dated.....

Print Name..... Relationship to Child.....

## **Parent/Carers Permission**

Name of Pupil.....

## **Consent for the sale of Class/Group/Team Photographs**

I agree to allow my child to be photographed with their class/group/team.

I understand that my child's class/group/team photograph will be offered for sale to myself and other parents

I agree photographs that include my son/daughter may be published, subject to the school rules that photographs will not clearly identify individuals and that full names will not be used. I am aware that no personal information will be made public and that the school will maintain strict confidentiality of personal information.

If at any time you wish to withdraw your consent, then you must inform the school in writing.

Signed..... Dated.....

Print Name..... Relationship to Child.....

## Taking Photographs in School for personal family use

The Governing Body of Sylvester Primary School recognise the importance of recording treasured moments and memories of children during their education within our school.

In many cases when photographs are taken in school capturing educational moment, they provide much pleasure to parents and extended families. The Governing Body accept, on trust, that all photographs and videos are for personal use and must not be published on social media without the written consent of school.

- Photos and video taken purely for personal use are exempt from the GDPR.

### Personal use:

- A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and that GDPR does not apply.
- Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and GDPR does not apply.
- I agree to the above and will strictly adhere to the agreement in full. I also accept that my child appear in photographs and videos taken by the parents of other children, whose children are taking part in the same event.

Signed..... Dated.....

Print Name..... Relationship to Child.....

Name of Pupil.....

## Photos and videos

We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website.

Please tick the relevant box(es) below, sign and return this form to school.

Use of photos	Tick (✓)
I am happy for the school to take photos of my child.	
I am happy for photos of my child to be used on the school website.	
I am happy for photos of my child to be used in the school newsletter.	
I am happy for photos of my child to be used in printed school materials, for example, the school prospectus.	
I am happy for photos of my child to be used in internal displays.	
I am happy for photos of my child to be used in the media, for example local newspapers.	
I am happy for photos of my child to be used on social media, for example Twitter.	
I am happy for the school to take videos of my child.	
I am happy for the school to use videos of my child for promotional purposes, such as on the school website.	
I am <b>NOT</b> happy for the school to take or use photos or videos of my child.	

## **Pupil Permission**

### **Use of the Climbing Apparatus on the Playground**

#### **Pupil's Agreement**

I promise to use the climbing apparatus on the playground safely and to act sensibly on and around the apparatus at all times. I understand that if I fail to act in a safe manner, I will be banned from using the apparatus.

Signed by the pupil..... Date.....

Name of Pupil.....

## **Parent/Carers Permission**

### **Permission to use Climbing Apparatus on the Playground**

I confirm that I have inspected the climbing apparatus on the playground and consider it to be safe.

I give permission for my child to use the playground climbing apparatus. I realise that the climbing apparatus is low-level, either surrounded by rubberised safety floor or play-bark surface. I will encourage my child to use the apparatus with care and to act in a sensible manner at all times.

Signed..... Dated.....

Print Name..... Relationship to Child.....

## Parent/Carers Permission

### Pupil Agreement of Internet Use and Access

#### Pupil's Agreement

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed by the pupil..... Date.....

## Parent/Carers Permission

### Permission for Internet Use and Access

#### Parent/Guardian's Consent for Internet Access

I have read and understood the school Rule for Responsible Internet Use and give permission for my son/daughter to access the Internet.

I understand that if he/she fails to follow the Rules for Responsible Internet Use access will be withdrawn and I shall be informed of this and any further appropriate action which may be taken.

I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media. And acknowledge that they will be deemed to be accountable for their own actions. I agree that the school is not liable for any loss or damages howsoever arising from use of the Internet facilities.

Signed..... Dated.....

Print Name..... Relationship to Child.....

## Parent/Carers Permission

Name of Pupil.....



## Consent to taste food in school during taster sessions

I confirm that my child has no food allergies.

I agree to allow my child to taste food in school during food taster sessions.

I understand that the food may be prepared by both staff and children, normally under the supervision of the teacher or teaching assistant.

I confirm that my child may taste all foods.

Signed..... Dated.....

Print Name..... Relationship to Child.....

## For Children with Food Allergies

I confirm that my child is allergic to the following food types:

.....  
.....

I confirm that my child is aware of their allergy.

I confirm that my child can manage for themselves:

- Their own intake of foods
- What food types they can and cannot eat.

Signed..... Dated.....

Print Name..... Relationship to Child.....

Pupil to sign.....

## Parent/Carers Permission

Name of Pupil.....

### **Consent to use the Calm Room and experience scented aromatherapy in the room.**

Your child may be invited to spend time in our special calm room which is used by the Learning Mentor to undertake calming techniques, relaxation and activities to build up self esteem. The room may be scented with essentials oils used in aromatherapy.

We need permission for your child to visit the room and confirm that your child will have no allergic reaction the essential oils which may be in the air.

I give permission to use the calm room and confirm my child is in my good health and will not adversely react to the scented room.

Signed..... Dated.....

Print Name..... Relationship to Child.....

## Parent/Carers Permission

### **Consent to use the 'Relax Kids' programme – Including peer massage in the calm room and experience scented aromatherapy in the room.**

Children have the opportunity to attend 'Relax Kids' sessions which complement the government's Healthy Schools initiative and are based on a range of physical activities. The sessions include:

• Movement and Dance	• Games
• Stretches	• Breathing Exercises
• Peer Massage	• Positive Thinking
• Listening to specially written stories which help children to use their imagination to relax	
• Use of background music and safe aromatherapy oils to scent the room	

Peer massage involved children massage a partner in a very controlled way. It will involved only a few minutes in massage hands or in drawing shapes on each other's backs. Children remain fully clothed during the session, wearing their school uniform. The Learning Mentor

or teacher will demonstrate the message techniques on themselves or on another adult and never on a child.

These sessions take place in our Calm Room which has been specifically developed for use by all children in school and provides a quiet and relaxing space. The relaxation sessions help children to develop their self-confidence, concentration and creativity.

No special clothing or equipment is used. There will be a rolling programmed of peer massage, so all children will attend a peer massage session at some point during their education at Sylvester.

I give permission for my child to take part in the Relax Kids programme – including peer massage and confirm my child is in good health and will not adversely react to the scented room.

Signed..... Dated.....

Print Name..... Relationship to Child.....

## **Parent/Carers Permission**

### **Consent to have Face Painted**

Your child may have their face painted as part of a school fun day or when taking part in a school production.

I give permission for my child to have their face painted.

Signed.....Dated.....

Print Name.....Relationship to Child.....